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## **BOARD OF TRUSTEES MEETING MINUTES**

January, 2022

Hartsville Branch January 19, 2022

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### **OPENING OF MEETING**

- A.** The meeting was called to order by President, Bobbie Gardner, at 5:01 p.m. A quorum was met with the following members present: Bobbie Gardner, Warren Arthur, Gene Norwood, Vernessia Patterson, Lynette Moody, Gail Gandy, Barbara Carraway; and, the following member(s) attended remotely: JoAnn Lee.
- B.** Member(s) absent: none.
- C.** The following visitor(s) attended and were recognized: Antonio Fernandez, IT Manager; Martha Brown, Hartsville Branch Manager; and, the following members attended remotely and were recognized: Charlene McDonnough, Society Hill Branch Manager; Michelle Wallace, Darlington Branch Manager; Kelly Shull, Lamar Branch Manager; Christy Lamb, Administrative Assistant.
- D.** A motion was made by Barbara Carraway, seconded by Gail Gandy, and carried to approve the agenda.

### **OPEN FORUM**

None

### **CONSENT AGENDA**

- A.** A motion was made by Gail Gandy, seconded by JoAnn Lee, and carried to approve the November minutes.

### **FINANCIAL REPORT**

- A.** The Library is in good financial shape with 42% of its budget expended halfway through the fiscal year.
- B.** The 14400-Incentive Pay budget line reflects the \$68,259.37 premium pay provided via the American Rescue Plan Act (ARPA) funds. The Finance Department placed the \$50,000 in funds to cover this expenditure in 31000-Services-Offical/Administrative. This error has been brought to their attention and the credit of \$50,000 will be transferred accordingly.
- C.** A copy of the Fiscal Year 2021 Financial Audit was provided to the board members. The audit showed an increase in the Library's fund balance of \$201,543 in fiscal year 2021. The Library's fund balance represents, based on the current \$1,612,645.32 budget, almost 98% of fiscal year 2022's budget. Funding exists for projected capital improvements.

**DIRECTOR'S REPORT** – The Director's report included the following:

- A. The Library began distributing commemorative bicentennial library cards January 4<sup>th</sup> and will continue to do so in 2022 for new registrations and as free replacements for all old cards. The Library Board members were all updated to the new commemorative cards.
- B. There were 75-100 attendees at the Holiday Story Time event at the Hartsville Branch. The goody bags distributed at the event were shared with the Library Board.
- C. Planning for the 2022 Summer Reading and Learning Program has begun with the SC Aquarium scheduled for programming.
- D. Library Director, Jimmie Epling, and Hartsville Branch Manager, Martha Brown, gave the Leadership of Hartsville a tour of the Hartsville Branch. Goody bags were provided to those in attendance.

**HOST BRANCH MANAGER’S REPORT – Martha Brown, Hartsville Branch Manager:**

- A. Happy and adjusting well to being Branch Manager of the Hartville Branch.
- B. The Cookies with Santa event was a huge success and enjoyed by staff as much as patrons.
- C. Lighting for the Hartsville Branch has been updated and it’s made a world of difference.
- D. Mitchell’s Painting will be updating the walls of the Hartsville Branch. It has been 15 years since the walls have been painted.
- E. The Bush Room, with the help of the Friends of the Hartsville Library, is receiving an updated, traditional look.
- F. There are lots of new programming to look forward to: the book club, painting, etc. It is an exciting time for the Hartsville Branch. Staff have adapted well to the COVID-19 restrictions, going above and beyond to find creative customer service solutions.

**COMMITTEE REPORTS**

None

**UNFINISHED BUSINESS**

- A. FY 2022 CAPITAL IMPROVEMENT EXPENDITURES –
  - a. Darlington and Hartsville Branch Security and Fire Alarm – Due to the expense, this project will go out for bid.
  - b. Darlington Branch Staff Parking Driveway Construction – This project went out for bid. It is anticipated County Council will approve the winning bid at its March meeting.
  - c. Hartsville Branch Public Area Interior Painting – The project contract was awarded to Mitchell’s Painting for \$11,815.
- B. An increase in the Library’s Fund Balance made funding for all three capital projects possible in FY 2022.

**NEW BUSINESS**

- A. FY 2023 BUDGET COMMITTEE** – A motion was made by Bobbie Gardner, seconded by Barbara Carraway, and carried to approve the appointment of Gene Norwood and Vernessia Patterson to the Budget Committee.

**PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

None

**EXECUTIVE SESSION**

**A. Personnel and Budget Issues**

- a. A motion was made by Gene Norwood, seconded by Gail Gandy, and carried to approve the Library Board going into executive session at 5:52 p.m.
- b. A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to approve the Library Board exiting executive session at 6:22 p.m.
- c. No action taken.

**ADJOURNMENT**

A motion was made by Warren Arthur, seconded by Gail Gandy, and carried to adjourn the meeting at 6:25 p.m.

**Respectfully Submitted by**

Christy Lamb, Administrative Assistant